THE UNIVERSITY OF BURDWAN
DEPARTMENT OF THE CONTROLLER OFEXAM1NATIONS
Rajbati, Bardhaman

GUIDELINE FOR M.A. POLITICAL SCIENCE, M.Com, M.A./M.Sc. MATHEMATICS, M.Sc. COMPUTER SCIENCE & MBA SEMESTER – IIII EXAM 2020 (UNDER DISTANCE MODE) IN VIEW OF COVID-19 PANDEMIC. CBCS

1. Every student should preferably have their own Email ID & mobile no., for sending answer scripts by E-mail at the E-mail ID specified by the DDE, BU.

2. Before appearing the said examination, students will have to download individual Examination Admit Card showing details of courses for which they are eligible to take their examination. Without any such valid document issued in his/her name, the examination will be treated as invalid and no result will be published for that examination. Besides, no examinee is eligible to take examination in any Subject or Course/ Paperthat is not mentioned in the Admit Card. If taken, as per rule the said examination will be treated as invalid.

3. **Soft copy of the front page of the answer script to be used for writing answers.**Use of the front page provided by the DDE,BU is compulsory and since there is no scope of checking the information, examinees are asked to fill in the blanks like Roll number Registration number, Course/ Paper and Subject very carefully. **The answer script will be treated as incomplete without a properly filled-in front page, and is therefore, liable to be rejected.**

4. There will not be any short answer type questions at PG level. The questions pattern should comprise of 5 marks and/or 10 marks questions. The options to be given to the examinees and the question pattern may be decided by concerned department/PGBS based on the specific requirement and the nature of the concerned subject. The distribution of such questions will depend on the full marks of the course/paper. **Softcopy of questions will be made available on DDE website** **(BLENDED MODE EXAM QUESTION PAPER MENU)** at least half an hour before the commencement of the examination of each day.

8. As it is a *blended open book examination*, there will be no objective type question and the timing will be restricted to 2 hours irrespective ofcourse or paper.

9. Examinees will have to submit their own hand-written answer scripts electronically to the mail ID specified by the DDE, BU in a single PDF file (Page sequence: Front page followed by page nos 1,2,3,4..) within the stipulated time (as mentioned in the exam schedule/Admit Card) for each

days examination. Blind/orthopedically disabled examinees may approach the university through the Director, DDE with details of their scribe for approval. The Examinees should be very much careful in typing the correct mail ID (**as described in the Admit card**)) while submitting the answer scripts electronically.

10. Examinees are to answer the question by downloading the front page of the answer script from the DDE website**.** Examinees should use **A4 sheets**for the writing the answers. Examinees will be able to use **maximum Five (5) pages for Computer Science and Sixteen (16) pages for MBA each paper as answer script excluding front page for each paper/Half.The filled-in front page along with the additional sheets is to be scanned as a single file in PDF format and need to be**save the same PDF file with the name of the paper and Roll Number **and to be sent to the designated Email ID**. After completion of the examination on each day, examinees be asked to submit scanned copy of the own hand written (or written by approved scribe) answer script through Email to the designated Email I.D. within half an hour after the examination completed.

11. **In the Subject field of the Email, Subject and Course/ Paper and Roll Number are to be written.** In case of any technical snag while sending the answer script, examinees should immediately contact the Core faculty concerned through Mobile Phone **(available in the contact menu of the DDE website)** to resolve the issue. If answer scripts are not sent electronically to DDE, B.U within the given time (half an hour), as per rule the examinee may be marked as **'ABSENT'** in respect of the examination of that particular Paper / Course.

12. Students will have to give an undertaking regarding maintenance of sanctity of examination and acquaintance with the rule by signing the Front Page of the answer script. During sending of the answer script electronically. **A screenshot of the sent mail is to be preserved. In case of traffic-jam in delivery, if necessary, this will be referred to in resolving disputes regarding late submission.**

13. Although students will take examinations from home/own place, they will come under the purview of disciplinary measures on the basis of the examiner's report in case any of them writes/ posts anything that might compromise the sanctity of the system which depends mostly on trust and responsibility of learners.

The above provisions shall be applicable only for this current academic session as one time measure.

Controller of Examinations